



NATIONAL TRUST
for HISTORIC PRESERVATION

UTAH PRESERVATION INITIATIVES FUND

Grant Application

Grants from the Utah Preservation Initiatives Fund are available to nonprofit organizations and government agencies. Applications should be prepared after reading the program brochure and consulting with the National Trust regional office.

Enter information or "not applicable" in the space provided for a response. Additional information may be attached. Incomplete, faxed or handwritten applications will not be considered. Refer to GUIDELINES AND CHECKLIST on back page.

Membership in National Trust Forum is required in order to receive a grant from the fund.

APPLICANT

1. Name of Applicant (as it appears in articles of incorporation): _____
Address: _____
City: _____ State: _____ Zip: _____ Telephone: _____
Fax: _____ E-Mail Address: _____
2. Contact (individual responsible for project):
Name: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____ Daytime Telephone: _____
Fax: _____ E-Mail Address: _____
3. Applicant's National Trust Forum membership number: _____
4. The applicant is: ☐ a nonprofit organization ☐ a public agency
5. Has the applicant received an Internal Revenue Service determination that it qualifies as a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code?
☐ Yes ☐ No If no, state the organization's current tax status: _____
6. State the mission and goals of organization:

PROJECT DESCRIPTION

Project refers to the specific activity for which funding is being requested, e.g., feasibility study, workshop, fund-raising plan.

7. Name of project: _____

8. Location of project: City: _____

County: _____

State: _____

9. Project Summary (50 words or less):

10. Date(s) project will occur: _____

11. Describe the targeted audience and estimated attendance, if applicable.

12. Detailed Project Description: Describe the project's purpose, schedule and anticipated outcome.
Describe any product(s) that will result from this project.

Any documents or plans for restoration work that result from this project must conform to the Secretary of the Interior's
Standards for the Treatment of Historic Properties.

13. Have the following preservation partners been involved in this project? If so, how?

☐ State historic preservation office (SHPO), local preservation commission, or CLG – contact person(s)?

☐ Statewide or local preservation organization – contact person(s)?

☐ Other cosponsoring/cooperating organizations?

14. If the project involves a historic resource (site, building, ship, etc.), please complete the following:

Name of site/district: _____

Address(es): _____

Date(s) of construction: _____

Is the project site recognized for its architectural/cultural/historical significance by any of the following designation programs?

	Yes	No	Date Listed
National Historic Landmark	<input type="checkbox"/>	<input type="checkbox"/>	_____
National Register of Historic Places	<input type="checkbox"/>	<input type="checkbox"/>	_____
State Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	_____
Local Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other (specify) _____			_____

Describe the project site and explain its significance (architectural/cultural/historical):

What is the site's current use:

15. If applicant does not own the property, describe owner's involvement with the project: (Include a letter of consent from owner.)

16. Describe future plans for the project beyond the scope of this grant proposal (e.g., how consultant recommendations will be implemented, how educational programs will be institutionalized, how publications will be distributed, etc.)

17. Describe the consultant services and skills needed to carry out the project.

18. Grant funds will not be disbursed until the National Trust has approved the qualifications of the personnel selected to conduct the project. Funding cannot be used to pay staff salaries. Board members of the applicant organization cannot serve as consultants unless appropriate conflict of interest procedures are followed and documented. If consultant services exceed \$10,000, a competitive bid process is required if National Trust funding is received.

Have consultant(s) been chosen?

- ☐ Yes – Specify below and attach resume. Be sure to include the consultant's name, address, telephone number and e-mail address.
- ☐ No – Discuss with National Trust regional office.

19. Has applicant received National Trust financial assistance in the last two years? ☐ Yes ☐ No

If yes, provide the name of the project and the year. Note that applicants are not eligible to receive funding if final reports on previous grants have not been submitted.

20. How will the National Trust for Historic Preservation Utah Preservation Initiatives Fund support for the project be acknowledged?

PROJECT BUDGET

The project budget pertains to the proposed activity only. Please be sure the budget balances — the total income amount must equal the total expense amount.

Grant funds must be matched on at least a 1:1 cash basis. Attach evidence of anticipated or confirmed sources of funding and other support. Staff time and overhead costs cannot be used as match. Funds that have not been matched or used, or those used for purposes other than the approved project, must be returned to the National Trust.

With the exception of publication projects, materials and services (such as printing, photographs, telephone, and supplies) costs may not exceed 10 percent of the project budget.

INCOME	AMOUNT	EXPENSES	AMOUNT
		<i>Sample categories have been provided. Please use "other" spaces to add relevant categories.</i>	
Grant (amount requested from National Trust)	_____	Consultant fee/honorarium	_____
Matching funds (identify sources and note whether anticipated or confirmed)	_____	Travel/per diem	_____
_____	_____	Printing costs	_____
_____	_____	Photography costs	_____
_____	_____	Mailing and postage	_____
		Supplies	_____
		Other – specify:	_____
		_____	_____
		_____	_____
		_____	_____
Total Project Income:	_____		
		Total Project Expenses:	_____

CONDITIONS

The following conditions must be met for each grant award:

- Grantees must be National Trust Forum members to receive an award.
- Consultants must be approved by the National Trust before grant funds are disbursed.
- At least three competitive bids/quotes must be obtained for any procurement of services that exceeds \$10,000.
- Applicants must agree not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or sexual orientation. This obligation also extends to disabled veterans, Vietnam-era veterans and handicapped persons.
- Grant recipients must include appropriate acknowledgment of National Trust financial support in all printed materials generated for the project.
- Any documents or plans for preservation work that result from the project must conform to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.
- Grants or matching funds cannot be used directly or indirectly to influence a member of Congress to favor or oppose any legislation or appropriation.
- All work supported by previous grant awards must have been satisfactorily completed and a final report and financial accounting of the grant approved.

GUIDELINES and CHECKLIST

- Please read the application form carefully and refer to the program brochure or the National Trust regional office for clarification.
- Requested information or "not applicable" should be entered in the space provided.
- Incomplete, faxed or handwritten applications will not be considered.
- Materials submitted will not be returned.
- Please do not use plastic covers or binders; assemble applications and attachments in a manila folder or clip.
- Submission of videos and oversized documents is discouraged.

The following materials are required for grant consideration:

- ☐ **two (2)** signed copies of the completed application
- ☐ **four (4)** different 35mm slides of the project site, labeled and dated
- ☐ **two (2)** different 4" x 6" or larger photographs of the project site, labeled and dated

Attach **one** copy of the following materials:

- ☐ applicant's articles of incorporation (nonprofit organizations)
- ☐ applicant's current board of directors (nonprofit organizations)
- ☐ applicant's Internal Revenue Service determination letter of tax-exempt status. If tax-exempt status has not been fully approved by the IRS, please provide evidence of filing for certification and letter of opinion from an attorney concerning the applicant's tax status (nonprofit organizations)
- ☐ documentation identifying the organization as part of a state, regional, county, or local government (public agencies)
- ☐ resume(s) of consultant(s) being considered for the project
- ☐ resume(s) of personnel administering program
- ☐ letters of endorsement

Mail completed application and attachments to the National Trust Mountains/Plains Office, at: 535 16th Street, Suite 750, Denver CO 80202 . The review process is completed within six weeks of the deadline and applicants are notified in writing.

CERTIFICATION

Acting as a duly authorized representative of the described project and its sponsoring organization, I am submitting this request for a Utah Preservation Initiatives Fund grant.

Name: _____ Title: _____

Signature: _____ Date: _____